

EXAM

CALIFORNIA ENERGY COMMISSION



❖ EQUAL OPPORTUNITY EMPLOYER ❖ COMMITTED TO A DRUG-FREE STATE WORKPLACE

ENERGY COMMISSION SPECIALIST I- (FORECASTING)

OPEN

CONTINUOUS TESTING – NO FINAL FILING DATE. Applications (Form 678) will be accepted on a continuous basis but you may apply only once in any consecutive 12 month period.

EXAMINATION INFORMATION - NO WRITTEN TEST IS REQUIRED

The entire examination will consist of a structured qualifications appraisal interview weighted 100% and may include pre-exposed interview questions, presentations, oral reports, role-play exercises, in-basket activity or preparation of written materials. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

QUALIFICATIONS APPRAISAL: Qualified applicants will be notified by mail of the exact date, time and location of their interview. Candidates who do not appear for the interview will be disqualified. The California Energy Commission will accept applications on a continuous basis and will test applicants as follows:

FINAL FILING (CUTOFF) DATES

September 20, 2002
March 28, 2003

QAP INTERVIEWS

November 2002
May 2003

Applications (Form 678) must be **received** or **postmarked** no later than the final filing date. Applications personally delivered or received via interoffice mail **after 5:00 p.m. on the final filing date will not be accepted for any reason.** **Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.**

FILE BY MAIL OR IN PERSON WITH:

California Energy Commission
Personnel - Exam Unit (ECS I-FO)
1516 Ninth Street, MS #52
Sacramento, CA 95814

DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD

Applications may be obtained at the State Personnel Board, any Employment Development Department in California, or the California Energy Commission. If you wish to download the application, go to <http://exams.spb.ca.gov/capp.htm>.

If you have a disability and need special testing arrangements, mark question #2 of the "Application for Examination." You will be contacted to make specific arrangements.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE: \$4301 - \$5189

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated below by the final filing date. Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications/resumes must include "to" and "from" dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles, where applicable. Applications/resumes received without this information will be rejected.**

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as 'Either' I 'or' II 'or' III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I

In the California state service, one year of experience performing forecasting duties in areas related to supply and demand of electricity, fuels, transportation and other energy uses; energy pricing; shortage contingency planning; including duties such as econometric modeling, linear programming, and cost benefit analysis at a level of responsibility equivalent to Associate Energy Specialist.

OR II

Experience: Four years of responsible technical experience in one or more of the areas described in Pattern I above, including three years of experience above the trainee level. A master's degree in a field related to one of the specialties may be substituted for one year of experience; while a doctoral degree may be substituted for two years of the required experience. Only one postgraduate degree may be counted towards experience. (Completion of dissertation research for a doctoral degree in a field appropriate to one of the Energy Commission specialties may be substituted for up to one year of the required experience.) **AND**

(Experience in the California State service applied toward this pattern must include at least one year performing the duties in a class with a level of responsibility equivalent to Associate Energy Specialist.)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

CALIFORNIA ENERGY COMMISSION
Personnel - Exam Unit (ECS I-FO)
1516 Ninth Street, MS #52
Sacramento, CA 95814
(916) 653-6532 TDD: 1-800-735-2929
www.energy.ca.gov

ENERGY COMMISSION SPECIALIST I (FORECASTING)

FINAL FILING DATE: CONTINUOUS FILING

BJ52-- 4947 -- 2ER1902

EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE, ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ENERGY COMMISSION SPECIALIST I - FORECASTING (continued)
BRD: 8//22/02

Education: The following education is required when non-California state service experience is used to qualify at any level: Equivalent to graduation from college. Additional experience may be substituted for the required education on a year-for-year basis.

THE POSITION

Energy Commission Specialist I (Forecasting) positions are characterized by incumbents independently performing more complex, sensitive and responsible energy-related work which requires, on a regular basis, a high level of knowledge, skill and ability which is demonstrably above the journey level. Incumbents in this class will usually possess technical expertise in one or more energy-related fields. Incumbents perform a broad range of duties within the program specialty. Incumbents may exercise some lead responsibility as Project Managers. Incumbents may be responsible for minor Commission reports and may lead other Energy Commission Specialists I in carrying out project responsibility.

Positions exist in Sacramento with the California Energy Commission.

SCOPE

The interview may test one or more of the following:

- A. Knowledge of:**
 - A wide range of electricity, fuels and energy technologies and associated forecasting methodologies and issues;
 - Energy demand forecasts and supply analytic methodologies, energy policy issues affecting or resulting from energy technology development, and energy project management techniques;
 - California Public Resource Code pertaining to energy resources conservation and development;
 - Principles of physical sciences and engineering involved in fuels and energy production, transmission, utilization and conservation;
 - Principles of econometric, engineering and end-use energy demand forecasting, conservation impacts forecasting, fuel and electricity price forecasting, new demand-reducing technologies growth forecasting, computer modeling, statistical sample design, data collection, data base development and monitoring, utility and other forecasting methods;
 - Commercially available energy conservation and alternative energy generation technologies;
 - Principles of engineering economics, financial analysis, and economic theory as it pertains to energy supply and demand;
 - Energy technology costs and cost-accounting methods;
 - Industrial energy conversion technologies, thermodynamic analysis of heat loads in buildings, and direct energy use surveys;
 - General provisions of social and economic implications of fuels and energy demand forecasting, resource planning and facility construction;
 - Recent research and development projects related to the use of electricity, petroleum, natural gas, biomass and other synthetic fuels;
 - Principles and procedures of environmental impact assessment, energy supply and demand forecasting, safety standards review and assessment, and fuels development and utilization;
 - Principles of program evaluation and planning and energy policy analysis and formulation;
 - Decision theory, probabilistic risk assessment, and techniques of comparative evaluation;
 - Federal, State and local governments, utilities and private agencies involved in energy forecasting, research and regulation.
- B. Ability to:**
 - Reason logically and creatively and use a variety of analytical and research techniques to resolve complex electric energy and fuels development, energy conservation and development programs;
 - Utilize available computer systems for data base and/or computational applications;
 - Develop and use complex computer programs and forecasting models;
 - Develop and evaluate fuel alternatives;
 - Perform policy analysis and formulate policy recommendations;
 - Act as team or project leader;
 - Manage contracts;
 - Analyze energy data and present ideas and information effectively both orally and in writing;
 - Gain and maintain the confidence and cooperation of those contacted during the course of work;
 - Acquire and prepare energy use and other data relevant to energy demand forecasting and fuel-related issues;
 - Critique and diagnose the performance of energy forecasting and resource planning and policy forecasting models;
 - Evaluate and quantify the effect of conservation programs on energy demand;
 - Present ideas and analysis cogently and effectively;
 - Consult with and advise Office Managers, Division Administrators, Commissioners and other interested members of the State energy community on a wide variety of forecasting and fuel-related subject-matter areas;
 - Analyze situations accurately, take effective action and act independently within the guidelines set forth by the Commission.

ELIGIBLE LIST INFORMATION

A departmental open list will be established for the California Energy Commission. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires twelve (12) months after it is established.

VETERAN'S PREFERENCE POINTS AND CAREER CREDITS WILL NOT BE GRANTED IN THIS EXAMINATION.
ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit at (916) 653-6532, three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Energy Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel may consider education, experience, personal development, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

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California Relay (Telephone) Service for the Deaf or Hearing Impaired
From TDD Phones: 1-800-735-2929 -- From Voice Phones 1-800-735-2922